

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Jason Firman			JOB NUMBER (JN) 101124C	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 5 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL/BID DUE DATE 12/20/07	TIME DUE 4:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Jason Firman
MDOT - Traffic & Safety Division
P.O. Box 30050
Lansing, Michigan 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR TRAFFIC & SAFETY SERVICES

Traffic Signal Optimization Management

CONTROL SECTION(S): Various (09011, 09012, 09031, 09032, 09033, 09042, 09051, 09071, 09101, 09111, 18031, 18032, 18033, 26011, 26012, 37011, 37012, 37013, 37021, 37022, 41012, 41013, 41024, 41031, 41051, 41061, 41062, 41063, 41131)

JOB NUMBER(S): 101124C

PROJECT LOCATION:

80 Signalized Intersections in counties of Bay, Clare, Isabella and Gladwin of the Bay Region.

85 Signalized Intersections in the county of Kent of the Grand Region.

BAY REGION LOCATIONS

#	CS	SN	Intersection Name	City/Twp.
1	09011	001	M84 (SAGINAW) @ DELTA & 3 MILE RDS	FRANKENLUST TWP
2	09011	004	M84 (SAGINAW) @ 3 MILE RD	FRANKENLUST TWP
3	09011	003	M84 (SAGINAW) @ SALZBURG RD	MONITOR TWP
4	09012	005	M247 (EUCLID) @ OLD KAWKAWLIN RD	BANGOR TWP
5	09031	004	M13 (BROADWAY) @ MCGRAW AVE	PORTSMOUTH TWP
6	09031	002	M13 (BROADWAY) @ CASS AVE	BAY CITY
7	09031	003	M13 (BROADWAY) @ FREMONT AVE	BAY CITY
8	09032	001	I75BL,M13,M84(SALSBURG)@ WENONA AVE	BAY CITY
9	09032	002	M13 (EUCLID) @ I75BL,M13,M84 (SALSBURG)	MONITOR TWP
10	09032	015	M13 (EUCLID) @ IONIA ST & FAIRWAY DR	MONITOR TWP
11	09032	008	M13 (EUCLID) @ I75BL,M25 (THOMAS) EB	BANGOR TWP
12	09032	007	M13 (EUCLID) @ I75BL,M25 (JENNY) WB	BANGOR TWP
13	09032	003	M13 (EUCLID) @ MIDLAND RD	BANGOR TWP
14	09032	009	M13 (EUCLID) @ N UNION ST	BANGOR TWP
15	09032	014	M13 (EUCLID) @ KIESEL RD	BANGOR TWP
16	09032	005	M13 (EUCLID) @ WILDER RD	BANGOR TWP
17	09033	016	M13 (HURON) @ WHEELER RD	BANGOR TWP
18	09033	001	M13 (HURON) @ GROVE ST	MONITOR TWP
19	09033	010	M13 (HURON) @ BEAVER RD	KAWKAWLIN TWP
20	09033	009	M13 (HURON) @ PARISH RD	KAWKAWLIN TWP
21	09033	002	M13 (HURON) @ LINWOOD RD	KAWKAWLIN TWP
22	09033	006	M13 (HURON) @ FIFTH ST	PINCONNING
23	09033	019	M13 (HURON) @ CODY ESTEY RD	PINCONNING TWP
24	09042	016	M25 (THOMAS) EB @ WENONA	BAY CITY
25	09042	025	M25 (THOMAS) EB @ HENRY ST	BAY CITY
26	09042	018	M25 (MCKINLEY) @ SAGINAW ST	BAY CITY
27	09042	014	M25 (MCKINLEY) @ M25 (MADISON)	BAY CITY
28	09042	019	M25 (MADISON) @ M25 (7TH)	BAY CITY

29	09042	009	M25 (MADISON) @ M25 (CENTER)	BAY CITY
30	09042	030	M25 (CENTER) @ LINCOLN ST	BAY CITY
31	09042	010	M25 (CENTER) @ JOHNSON ST	BAY CITY
32	09042	011	M25 (CENTER) @ M15 (TRUMBLE)	BAY CITY
33	09042	029	M25 (CENTER) @ PARK AVE	BAY CITY
34	09042	036	M25 (CENTER) @ LIVINGSTON AVE	BAY CITY
35	09042	028	M25 (CENTER) @ SCHUERMAN ST	HAMPTON TWP
36	09042	023	M25 (CENTER) @ PINE ST	HAMPTON TWP
37	09042	015	M25 (JENNY) WB @ WENONA	BAY CITY
38	09042	024	M25 (JENNY) WB @ HENRY ST	BAY CITY
39	09042	021	M25,I75BL (7TH) @ SAGINAW ST	BAY CITY
40	09051	001	M84,M13 (LAFAYETTE) @ M13 (BROADWAY)	BAY CITY
41	09051	002	M84 (LAFAYETTE) @ M84 (GARFIELD)	BAY CITY
42	09051	003	M84 (WASHINGTON) @ COLUMBUS AVE	BAY CITY
43	09051	007	M84 (WASHINGTON) @ M25 (MCKINLEY)	BAY CITY
44	09051	006	M84 (WASHINGTON) @ M25,I75BL (7TH)	BAY CITY
45	09071	002	M15 (TUSCOLA) @ CASS AVE	PORTSMOUTH TWP
46	09071	003	M15 (TUSCOLA)@22ND ,YOUNGS DITCH RD	PORTSMOUTH TWP
47	09071	001	M15 (TUSCOLA) @ COLUMBUS AVE	BAY CITY
48	09071	006	M15 (TRUMBULL) @ MCKINLEY	BAY CITY
49	09101	003	US10 EB&WB OFF RAMPS @ MACKINAW RD	MONITOR TWP
50	09111	001	M13 CONN NB OFF RAMP @ WILDER, MONITOR	MONITOR TWP
51	18031	003	US27BR (MCEWEN) @ 4TH ST	CLARE
52	18031	002	US27BR (MCEWEN) @ M115 (5TH)	CLARE
53	18031	011	US27BR (MCEWEN) @ SCHOOLCREST AVE	CLARE
54	18032	002	US27BR,M61 (FIRST) @ M61 (MAIN)	HARRISON
55	18032	006	US27BR (FIRST) @ TOWNLINE LAKE RD	HAYES TWP
56	18033	008	US27BR (CLARE) @ COLONVILLE (N JCT)	GRANT TWP
57	26011	004	M18 (CROSS) @ BROWN ST	BEAVERTON
58	26011	001	M18 @ M61 (W JCT)	GROUT TWP
59	26011	002	M18,M61 (CEDAR) @ BOWERY ST	GLADWIN
60	26012	001	M18,M61 (CEDAR) @ M18 (SILVERLEAF)	GLADWIN
61	37011	001	US127BR (MISSION) @ BLUEGRASS,CAMPUS DR	MT PLEASANT
62	37011	007	US127BR (MISSION) @ BROOMFIELD RD	MT PLEASANT
63	37011	010	US127BR (MISSION) @ PRESTON RD	MT PLEASANT
64	37011	004	US127BR (MISSION) @ BELLOWS ST	MT PLEASANT
65	37012	007	US127BR,M20 (MISSION) @ MICHIGAN	MT PLEASANT
66	37012	002	US127BR,M20 (MISSION) @ BROADWAY	MT PLEASANT
67	37012	003	US127BR,M20(MISSION) @ M20(PICKARD)(NJCT)	MT PLEASANT
68	37012	001	US127BR (MISSION) @ M20 (HIGH) (S JCT)	MT PLEASANT
69	37013	105	US127 SB OFF RAMP @ M20 (PICKARD)	UNION TWP
70	37013	005	US127 NB OFF RAMP @ M20 (PICKARD)	UNION TWP
71	37021	007	M20 (REMUS) @ WINN RD	DEERFIELD TWP
72	37021	008	M20 (REMUS) @ LINCOLN RD	UNION TWP
73	37021	010	M20 (REMUS) @ BRADLEY ST	UNION TWP
74	37021	009	M20 (HIGH) @ WATSON ST	MT PLEASANT
75	37021	001	M20 (HIGH) @ S WASHINGTON ST SB	MT PLEASANT
76	37021	004	M20 (HIGH) @ S MAIN ST NB	MT PLEASANT
77	37021	006	M20 (HIGH) @ KINNEY ST	MT PLEASANT
78	37022	004	M20 (PICKARD) @ BROWN ST,MEIJER'S DR	MT PLEASANT
79	37022	003	M20 (PICKARD) @ ISABELLA RD	UNION TWP
80	37022	002	M20 (PICKARD) @ LEATON RD	CHIPPEWA TWP

All Bay Region locations will have counts taken by MDOT. Numbers 67 and 68 will have summer machine counts taken by MDOT. No counts will have to be taken by the consultant only for Bay Region.

GRAND REGION LOCATIONS

#	CS	SN	Intersection Name	City/Twp.
1	41012	131	M44 CONN (PLAINFIELD) @ I96 EB OFF RAMP	GRAND RAPIDS
2	41012	231	M44 CONN (PLAINFIELD) @ I96 WB OFF RAMP	GRAND RAPIDS
3	41012	036	M44 CONN (PLAINFIELD) @ RUPERT ST	GRAND RAPIDS
4	41012	025	M44 CONN (PLAINFIELD) @ 4 MILE RD	GRAND RAPIDS TWP
5	41012	035	M-44 CONN (PLAINFIELD) AT WOODWORTH	PLAINFIELD TWP
6	41012	038	M-44 CONN (PLAINFIELD) AT JUPITER AVE	PLAINFIELD TWP
7	41012	028	M-44 CONN (PLAINFIELD) AT 5 MILE RD	PLAINFIELD TWP
8	41012	002	M-44 CONNECTOR (PLAINFIELD) AT COIT	PLAINFIELD TWP
9	41012	040	M44 CONN (PLAINFIELD) NB AT PLAINFIELD CONNECTOR WB	PLAINFIELD TWP
10	41013	001	M-44 (NORTHLAND) N. & S. INT @ M-44 CONN (PLAINFIELD) EB	PLAINFIELD TWP
11	41013	003	M-44 (NORTHLAND) @ VERSLUIS PARK DR	PLAINFIELD TWP
12	41013	002	M-44 (NORTHLAND) @ WEST RIVER DR/CANNONBURG RD	PLAINFIELD TWP
13	41013	012	M-44 (NORTHLAND) @ 7 MILE/ROGUE RIVER RD	PLAINFIELD TWP
14	41031	018	M37 @ 100TH ST	CALEDONIA TWP
15	41031	003	M37 (CHERRY VALLEY AVE) @ MAIN ST	CALEDONIA
16	41031	017	M37 @ 92ND	CALEDONIA
17	41031	008	M37 (BROADMOOR) @ 84TH ST	CALEDONIA TWP
18	41031	106	M-37(BROADMOOR)NB AT X-OVER OF 68TH	CALEDONIA TWP
19	41031	006	M37 (BROADMOOR) @ 68TH ST	CALEDONIA TWP
20	41031	206	M-37(BROADMOOR)SB AT X-OVER N OF 68TH	CALEDONIA TWP
21	41031	013	M-37(BROADMOOR) AT M-6 EB OFF RAMP	CALEDONIA TWP
22	41031	114	M-37(BROADMOOR)NB AT X-OVER S OF 60TH	CALEDONIA TWP
23	41031	113	M-37(BROADMOOR) AT M-6 WB OFF RAMP	CALEDONIA TWP
24	41031	014	M37 (BROADMOOR) @ 60TH ST	CALEDONIA TWP
25	41031	214	M-37(BROADMOOR)SB AT X-OVER N OF 60TH	CALEDONIA TWP
26	41031	112	M37 (BROADMOOR) @ PATTERSON AVE (S LEG)	CASCADE TWP
27	41031	012	M37 (BROADMOOR) @ PATTERSON (N LEG)	KENTWOOD
28	41031	107	M-37(BROADMOOR) NB AT X-OVR S OF 52ND ST	KENTWOOD
29	41031	007	M37 (BROADMOOR) @ 52ND ST	KENTWOOD
30	41031	207	M-37(BROADMOOR)SB AT X-OVR N OF 52ND ST	KENTWOOD
31	41031	010	M37 (BROADMOOR) @ BARDEN DR (STEELSTOW)	KENTWOOD
32	41031	101	M-37(BROADMOOR)NB AT X-OVER S OF 44TH ST	KENTWOOD
33	41031	001	M37 (BROADMOOR) @ 44TH ST	KENTWOOD
34	41031	201	M-37(BROADMOOR)SB AT X-OVER N OF 44TH ST	KENTWOOD
35	41031	005	M37 (BROADMOOR) @ 36TH ST	KENTWOOD
36	41031	105	M-37(BROADMOOR)SB AT X-OVER N OF 36TH ST	KENTWOOD
37	41031	004	M37 (BROADMOOR) @ 29TH ST	KENTWOOD
38	41051	004	M37,M44 (E BELTLINE) @ M11 (28TH ST)	KENTWOOD
39	41051	013	M-37/M-44 (E BELTLINE) @ LAKE EASTBROOK, WOODLAND	KENTWOOD
40	41051	105	M37,M44 (E BELTLINE) @ XOVER 483' S OF BURTON	GRAND RAPIDS
41	41051	005	M37,M44 (E BELTLINE) @ BURTON	GRAND RAPIDS
42	41051	205	M37,M44 (E BELTLINE) @ XOVER 537' N OF BURTON	GRAND RAPIDS
43	41051	014	M37,M44 (E BELTLINE) @ LAKE DR	GRAND RAPIDS
44	41051	002	M37 (E BELTLINE) @ CASCADE RD	GRAND RAPIDS TWP
45	41051	001	M37,M44 (E BELTLINE) @ M21 (FULTON)	GRAND RAPIDS TWP
46	41051	007	M37 (E BELTLINE) SB @ MICHIGAN	GRAND RAPIDS
47	41051	011	M37,M44 (E BELTLINE) @ I96 SEB OFF RAMP	GRAND RAPIDS

48	41051	111	M44 (E BELTLINE) @ I96 WB OFF RAMP	GRAND RAPIDS
49	41051	211	M-44 (E BELTLINE) SB @ XOVER/CALVARY CHURCH DR	GRAND RAPIDS
50	41051	112	M44 (E BELTLINE) NB @ XOVER 200' S OF BRADFORD	GRAND RAPIDS
51	41051	212	M44 (E BELTLINE) SB @ XOVER 600' N OF BRADFORD	GRAND RAPIDS
52	41051	106	M44 (E BELTLINE) NB @ XOVER 650' S OF LEONARD	GRAND RAPIDS TWP
53	41051	006	M44 (E BELTLINE) @ LEONARD	GRAND RAPIDS TWP
54	41051	206	M44 (E BELTLINE) SB @ XOVER 630' N OF LEONARD	GRAND RAPIDS TWP
55	41051	209	M-44 SB AT X-OVER S OF KNAPP/MEIJER'S DR	GRAND RAPIDS TWP
56	41051	009	M44 (E BELTLINE) @ KNAPP ST	GRAND RAPIDS TWP
57	41051	109	M44 (E BELTLINE) SB @ XOVER 780' N OF KNAPP	GRAND RAPIDS TWP
58	41051	010	M44 (E BELTLINE) @ 3 MILE RD	GRAND RAPIDS TWP
59	41051	008	M44 (E BELTLINE) @ 4 MILE RD	GRAND RAPIDS TWP
60	41051	015	M-44(E BELTLINE) AT 5 MILE RD	PLAINFIELD TWP
61	41061	102	M-11(WILSON) @ I-196 WB ON-RAMP / INDIAN MOUND DR	GRANDVILLE
62	41061	002	M-11(28TH ST) @ I-196 ON & OFF RAMPS (WILSON AVE)	GRANDVILLE
63	41062	006	M11 (28TH ST) @ IVANREST	GRANDVILLE
64	41062	001	M11 (28TH ST) @ BYRON CENTER RD	WYOMING
65	41062	004	M11 (28TH ST) @ BURLINGAME	WYOMING
66	41062	005	M11 (28TH ST) @ MICHAEL & DEHOOP	WYOMING
67	41062	013	M11 (28TH ST) @ JENKINS AVE	WYOMING
68	41062	002	M11 (28TH ST) @ CLYDE PARK	WYOMING
69	41131	025	US131 SB OFF RAMP @ M11 (28TH ST)	WYOMING
70	41131	024	US131 NB OFF RAMP @ M11 (28TH ST)	WYOMING
71	41062	003	M11 (28TH ST) @ BUCHANAN	WYOMING
72	41063	009	M11 (28TH ST) @ DIVISION	WYOMING
73	41063	001	M11 (28TH ST) @ MADISON	GRAND RAPIDS
74	41063	002	M11 (28TH ST) @ EASTERN AVE	GRAND RAPIDS
75	41063	003	M11 (28TH ST) @ KALAMAZOO	GRAND RAPIDS
76	41063	020	M11 (28TH ST) @ ENGLEWOOD (GR CENTRAL DR)	GRAND RAPIDS
77	41063	004	M11 (28TH ST) @ BRETON RD	GRAND RAPIDS
78	41063	013	M11 (28TH ST) @ N OUTER DR,RADCLIFF	KENTWOOD
79	41063	019	M11 (28TH ST) @ LAKE EASTBROOK BLVD	GRAND RAPIDS
80	41063	014	M11 (28TH ST) @ E PARIS AVE	GRAND RAPIDS
81	41063	005	M11 (28TH ST) @ ACQUEST AVE	KENTWOOD
82	41063	008	M11 (28TH ST) @ PATTERSON AVE	KENTWOOD
83	41063	021	M11 (28TH ST) @ THEATER DR	CASCADE TWP
84	41024	104	I96 EB OFF RAMP @ M11 (28TH ST)	CASCASDE TWP
85	41024	004	I96 WB ON RAMP @ M11 (28TH ST)	FOREST HILLS

Numbers 38, 39, 78, 79, & 83 will require weekend machine counts.

PROJECT DESCRIPTION:

Project management services for QA/QC analysis of the specified areas of the Bay and Grand Regions. Act as an extension of MDOT's Lansing Traffic and Safety staff with respect to the contracts with other consultants for various works within the Bay and Grand Regions. This includes hosting progress meetings with other consultants and local agencies at MDOT and consultant facilities when necessary. Review data collection, review engineering evaluations, review timing optimization and implementation when requested by MDOT. The consultant will review the final project documentation.

ANTICIPATED SERVICE START DATE: **March 3, 2008**

ANTICIPATED SERVICE COMPLETION DATE: **October 1, 2009**

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Traffic Signal Operations

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Safety Studies

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Jason Firman
MDOT - Traffic & Safety Division
P.O. Box 30050
Lansing, MI 48909
Email: frimanj@michigan.gov
Tel: (517) 241-4793
Fax: (517) 241-2567

CONSULTANT RESPONSIBILITIES:

Schedule a pre-project initiation meeting to discuss the overall project schedule including data collection and to coordinate project activities and to determine signal timing objectives and issues.

Conduct bi-monthly status meetings at MDOT or Consultant facilities. Also provide the meeting minutes.

Act as an extension of MDOT's Lansing Traffic and Safety staff with respect to the contracts with other consultants for various works within the Bay and Grand Regions. This includes hosting progress meetings with other consultants and local agencies at MDOT and consultant facilities when necessary. Review data collection, review engineering evaluations, review timing optimization and implementation when requested by MDOT. The consultant will also review the final project documentation.

Update the Signal Optimization Guidelines as necessary for new or changing procedures within MDOT. This guideline is already written and being used; an electronic copy will be supplied to the Project manager.

Provide two one-day workshops for MDOT personnel on using Synchro. This should include simple and complex scenarios on how to review and create models.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours

per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.